

PATERNITY For Petitioner Only

1

To Get The First Court Order

Plus Child Custody, Child Support,
and Child Parenting Time
(formerly known as “Visitation”)

Part 1: Completing and Filing
the Court Papers



SELF SERVICE CENTER

TO ESTABLISH PATERNITY WITH CHILD CUSTODY, SUPPORT and PARENTING TIME (formerly known as “Visitation”)

How to assemble these documents

This packet contains court forms and instructions to file a complaint for paternity, and also to get an order of child custody, parenting time, and support. Be sure the documents are in the following order:

| Order | File Number | Title | No. Pp. |
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SELF SERVICE CENTER

PETITION AND PAPERS FOR ORDER ABOUT PATERNITY, CHILD CUSTODY, SUPPORT and PARENTING TIME (formerly known as "Visitation")

CHECKLIST

USE THE FORMS and instructions in this packet only if the following factors apply to your situation:

- ✓ You want a court order that declares paternity and child custody, parenting time, and support, AND
- ✓ The children resided (lived) in Arizona at least 6 months before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

DO NOT USE THE FORMS and instructions in this packet if the following factors apply to your situation:

- ✓ You already have an order of paternity but not custody or support. Use the forms to get a court order establishing child custody instead.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

SELF SERVICE CENTER

HOW TO FILL OUT PATERNITY, CUSTODY, CHILD SUPPORT and PARENTING TIME (formerly known as "Visitation") PAPERS

WHEN TO USE THIS PACKET:

- Use this packet if you want to get a court order for paternity, custody, parenting time, and child support and you do not already have an order. If you want a court order for child custody and parenting time, and you have a support order, the court will also review the current child support order. If the child support order needs to be changed, the court will do so. If there is no support order, the court will establish child support along with paternity, custody and parenting time.
- If you have a paternity order but do not have a custody order, use the forms to establish child custody.
- **IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A CHILD CUSTODY CASE IN THE SUPERIOR COURT IN ARIZONA:** Generally, you should have resided in Arizona with the children for at least 6 months, or Arizona must be the children's primary place of residence before you file, or if the child is less than 6 months old, the child must have resided in Arizona since his or her birth. If you have questions regarding this requirement, see a lawyer before filing.
- **IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA FOR PATERNITY OR CHILD SUPPORT:** You can sue another person in Arizona to establish, enforce, or change a support order, or establish paternity, if ONE of the following statements is true about the other person:
 - The person is a resident of Arizona; OR
 - You serve the person with the court papers in Arizona. (See the Self-Service Center packet on service if you have any questions.); OR
 - The person agrees to have the case heard in Arizona and files written papers in the court case; OR
 - The person lived with the child in Arizona at some time; OR
 - The person lived in this state and provided pre-birth expenses or support for the child; OR
 - The child lives in this state because of the acts or directions of that person; OR
 - The person had sexual intercourse in this state and the child may have been conceived; OR
 - The person signed a birth certificate that is filed in this state; OR
 - The person signed an affidavit acknowledging paternity, OR
 - The person did any other acts that substantially connect the person with this state (see a lawyer to help you decide this).

DOMESTIC VIOLENCE:

Domestic violence can be part of any relationship. Domestic violence includes physical violence directed against you or your children, such as hitting, slapping, pushing, or kicking. Domestic violence includes threats of physical violence made against you and your children, or regular verbal abuse used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you do not want your address known to protect yourself or your children from further violence, **you must file a Petition for an Order of Protection and ask that your address not be disclosed on court papers. With that order, you do not need to put your address and phone number on your court papers.** If possible, get a P.O. Box or use another address on these papers. If you have no other address or phone where you can be reached when you file your court papers, write "protected" in the space where you are asked for this information. You must tell the Clerk of the Court an address and phone number as soon as possible.

FAMILY COURT COVERSHEET: (print or type in black ink only)

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided.

If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: Make sure to check the box next to the location where you are filing your documents. If you are filing your documents in Phoenix, check the Downtown Phoenix box. If you are filing your documents in Mesa, check the Mesa box. As of September 14, 2005, you may also file your documents at the Northeast Regional Court Center located at 18380 N. 40th St. in Phoenix.

SUMMONS:

Fill in the following information where requested: Your name; address (if not protected); city, state and zip code; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the other party's name). **You will have an ATLAS number ONLY if you receive or have received AFDC or other government benefits for the children for whom you want to establish paternity.**

COMPLAINT FOR PATERNITY, AND CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT:

Use this form if you want to get a court order for paternity, along with custody, parenting time and child support.

- A.** Make sure your form states COMPLAINT FOR PATERNITY, CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT in the upper right-hand part of the first page.
- B.** In the top left corner of the first page, fill out: YOUR name; address (if not protected); city, state and zipcode; telephone number; and your ATLAS number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- C.** Fill in YOUR name in the space that says "Name of Petitioner." Remember, you will be the PETITIONER through the whole case. In the space that says "Name of Respondent," fill in the name of the other party, who will be the RESPONDENT for the rest of your case. The Clerk, when you file your court papers, will fill in the case number.

WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY AGAINST THE SAME PARTY, DO NOT GET A NEW DR CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING DR CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

D. General information:

1. Fill in your name, address (if not protected), date of birth and social security number. This is basic information about YOU, the PETITIONER, and your relationship to the children for whom you want the paternity order.
2. Fill in the name of the other party, his or her address, date of birth and social security number. This is basic information about the other party, the RESPONDENT, and their relationship to the children for whom you want the paternity order.
3. Check one or more boxes about why you can pursue your court case against the other party in Arizona.
4. Fill in information about all the children for whom you want this paternity order, with custody, parenting time, and child support. The same persons should be the mother and the father for all the children for whom you want this paternity order. If you think the children have different fathers or mothers, you need to file a separate lawsuit against that person.

E. Statements about paternity:

5. Why do you think the person is the father of these children? Check whichever box describes your situation.
 - **AFFIDAVIT:** Check this box if both you and the OTHER party signed an Affidavit of Paternity stating that Petitioner or Respondent is the father of the child(ren). Attach a copy of the Affidavit to the paternity complaint.
 - **BIRTH CERTIFICATE:** Check this box and print the father's name here if the father is named on each child's birth certificate. Attach a certified copy of the birth certificate(s) to the complaint.
 - **BLOOD TEST:** Check this box if paternity has been established through a DNA blood test of the mother, father and child(ren). Print the name of the person found to be the father. Attach a copy of the blood test result and/or resulting court order to the complaint.
 - **PARTIES LIVING TOGETHER:** Check this box if the people you say are the father and mother were living together and having sex during the 10 months before the birth of the child(ren).
 - **PARTIES HAVING SEX:** Check this box if the parties were not living together but had sex at the date the child was conceived, and to your knowledge the mother did not have sex with anyone else at that time.
 - **OTHER:** Check this box if there is another reason paternity is correct.
6. Tell the court whether the mother was married at the time or within 10 months before the child(ren) were born or conceived. If she was, you must add that HUSBAND to the court case, even if you say that the husband was not the father of the child(ren).

F. Other information about the children: If you are aware of court cases about the children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the Complaint, unless the order is from the Superior Court in Maricopa County.

7. Fill out where the children from this action have been living **for the past 5 years**. If any children are under age 5, put the information about where they have been living since birth. Write each child's name; the address where the child lived; the dates the child lived at each address; whom the child lived with; and the relationship of that person to the child. While you may not remember the dates and addresses, you must fill this information out as completely as possible.
8. You must tell the Court if you participated as a party or witness in any court case involving issues OTHER THAN custody or parenting time of the child(ren). If your answer is "no," check the second box and GO ON. If there is another case, check the first box and give as much information as possible. This information could affect you or your children's rights in this case.
9. The Court **MUST** know if there have been other cases involving custody, parenting time or child support of the children in this case, even if you were not a party. If there are no other custody or parenting time cases, or you don't know of any, check the first box and GO ON. If you have been involved in any way with this type of Court case, check the second box and give the requested information. Tell the Court what happened and what is going on in the other case(s).

10. If you do not know of another person OTHER THAN THE OTHER PARTY to this case who has physical custody of the child(ren) or is claiming custody or parenting time rights to any of the children, check the first box and GO ON. If you know of such a person, put the child's name and the person(s) who believe they have a custody or parenting time claim. If there is such a person, you must include the person as a respondent in this court case.
11. This section tells the Court what custody arrangement you want. Please check the box that describes what you want the Court to order. If you check the Joint Custody box, please explain your reasons in the space provided.

G. Other statements to the Court:

11. **EXPENSES RELATED TO BIRTH OF THE CHILD:** If you were required to pay for expenses related to the birth of your child, such as hospital and doctor bills, you can check this box to request the father to pay some or all of these expenses.
12. **OTHER EXPENSES:** This tells the Court that the parties should pay for bills not covered by insurance in an amount equal to their respective incomes.
13. **DOMESTIC VIOLENCE:** This tells the Court if there was domestic violence in the relationship, and relates to a request for joint custody, if you intend to ask for joint custody. If you are not sure what this means, see the paragraph on **DOMESTIC VIOLENCE** on the first page of these instructions. Check the box that best describes your situation. If domestic violence has not occurred, GO ON.
14. **VENUE:** Generally, if either one of the parents or the children are residents of Maricopa County, the case can be taken care of here.
15. **DRUG CONVICTION WITHIN LAST TWELVE MONTHS:** This tells the Court whether you have been convicted of a drug or alcohol offense within the last twelve months.

H. Requests to the court for paternity, custody, parenting time and child support: This requests that the Court make Orders relating to issues such as paternity, custody, parenting time and support.

- A. **PATERNITY:** Check this box and put the father's full name on the line provided to tell the Court you want a ruling as to the father's identity.
- B. **BIRTH CERTIFICATE:** Check this box only if you want to have the father's name added to the birth certificate. You should write the father's full name as it would appear on the birth certificate.
- C. **CHILD(REN) LAST NAME:** Check this box only if you want the child(ren)'s last name changed. Write in the name you want (mother's or father's).
- D. **CUSTODY OF CHILDREN AND PARENTING TIME.**
 1. **SOLE CUSTODY:** If you want sole custody, check the boxes that apply, including the parenting time you are asking for. Tell the court whether you want custody of the children to go to you (the Petitioner); or the other party (the Respondent).
VISITATION: Check one box only. You can ask that the non-custodial parent (the parent having physical custody of the child less than 50% of the time) have one of the following types of parenting time:
 - A. **Reasonable parenting time.** This suggests an amount of parenting time appropriate to the age of the child. The Court offers suggested amounts of parenting time, but the amount can vary by agreement of both parents. If both parents agree, complete the Parenting Plan before you go to the Judge for your final order.
 - B. **Supervised or no parenting time to the non-custodial parent.** You may request supervised or no parenting time if the non-custodial parent cannot

adequately care for the children or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a child without another person present. Supervised or no parenting time is not intended to punish the parent, but to protect the child. You must write in why you say the parenting time should be supervised or no parenting time allowed.

i. **Supervised visitation:** Describe how supervised parenting time should work.

ii. **No parenting time to the non-custodial parent.** Check this option only if the non-custodial parent has seriously harmed, abused, or otherwise is a serious danger to the child's physical and emotional health, or if there is a criminal Court Order stating there is to be no contact between the child and the non-custodial parent. This is used as a last resort to protect the child.

2. **JOINT CUSTODY:** If you are asking for joint custody, you must file a Joint Custody Agreement signed by both parents for court approval.

E. **CHILD SUPPORT:** Check which party should pay child support. (The box you check should match what is on your completed Child Support Worksheet.)

F. **MOTHER'S EXPENSES:** Check this box indicating if Respondent should be required to pay for expenses relating to the birth of the child.

G. **HEALTH, MEDICAL, DENTAL INSURANCE AND HEALTH CARE EXPENSES:** Check which party should be responsible for health, medical and dental insurance.

H. **TESTING AND COSTS:** This section asks that if the other party contests this matter that you want the Court to order cooperation with any blood or tissue tests necessary to establish paternity. It also asks the Court to award you costs and fees if the other party contests this matter by filing a Response.

I. **OTHER ORDERS:** Write the additional orders you are requesting the Court to make that were not covered in your Petition.

I. **OATH AND VERIFICATION OF PETITIONER:** Sign this form in front of a Notary Public. By doing so, you are telling the Court that everything contained in your Petition is true.

NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. This is a very exciting and wonderful class. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that divorce, the changes in the family unit, and/or court involvement have on children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other domestic relations cases if ordered by the Court.

Make sure you read this notice, do what it says, and serve this notice on the other party.

OTHER IMPORTANT PAPERS IN THIS PACKET

Before you get an order from the judge you must complete the court papers on what you want the judge to order about paternity, child custody, parenting time and child support. The court papers you need, with guidelines and/or instructions, are included in this packet. The judge uses these court forms, and those prepared by the other party when it is time to sign the order about paternity, custody, visitation, and support. You can complete these papers now, and serve or provide copies to the other party. Or, you can complete the papers before the final court hearing date and provide copies to the other party. The Family Support Center of the Clerk of the Court will help you with Child Support calculations for the Worksheet.

**Superior Court of Arizona
Maricopa County
Family Court Cover Sheet**

For Use *WITH* Minor Children

Check only one:

- ☐ **Dissolution (Divorce)**
☐ **Legal Separation**
☐ **Annulment**
☐ **Order of Protection**
☐ **Paternity**
☐* **Custody/Visitation**
☐* **Child Support**
☐ **Other** _____

* Check only if no other category applies

**Case Number (Clerk will stamp
case # when documents are filed)**

ATLAS number(s): (if applicable)

Instructions:

- You must provide the following information about yourself and the other party.
- Type or print neatly in black ink.
- If more room is needed for children or Petitioner/Respondent, please attach a separate page.

Information About the Petitioner:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security _____

E-mail address: _____

Information About the Respondent:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security#: _____

E-mail address: _____

Lawyer's Name and Bar Number: _____
 (Provide this information only if YOU have an attorney)

| Names, Dates of Birth, and Social Security Numbers for Minor Children Involved: | | |
|---|------|------|
| Name: | DOB: | SSN: |
| Name: | DOB: | SSN: |
| Name: | DOB: | SSN: |
| Name: | DOB: | SSN: |

Names and D/O/B's of any OTHER minor children of the petitioner and/or the respondent, who are NOT involved in this case: _____

Have there been any other cases (EXCLUDING minor traffic offenses) in any court involving members of this family? p Yes p No. If yes, please describe, and provide case numbers if known: _____

Domestic Violence Section

Is anyone mentioned on this cover sheet currently a victim of any family or domestic violence?

☐ Yes ☐ No

Has anyone listed on this cover sheet been the plaintiff, defendant, or named in a petition for an Order of Protection? ☐ Yes ☐ No

If Yes, please identify:

Was the Order of Protection granted by the Maricopa County Superior Court?

☐ Yes ☐ No

If No, in what court was the Order of Protection granted? _____

Children's Issues Section

Are any of the children named above in any physical danger due to abuse or neglect?

☐ Yes ☐ No

Has anyone named on this sheet had any involvement with Child Protective Services in Arizona?

☐ Yes ☐ No

If Yes, please provide the CPS or Juvenile Court case number: _____

INTERPRETER: Is an interpreter needed for either of the parties? If so, please check the appropriate boxes below. **NOTE: THIS IS NOT A REQUEST FOR AN INTERPRETER, THIS INFORMATION IS TO BE USED FOR INTERNAL PURPOSES ONLY.**

☐ Petitioner ☐ Respondent Language: ☐ Spanish ☐ Other _____

LOCATION (Check the Superior Court location where you are filing these documents):

☐ Downtown Phoenix (201 W. Jefferson St.) ☐ Northeast Phoenix (18380 N. 40th St.)

☐ Southeast Regional (222 E. Javelina, Mesa) ☐ Northwest Regional (14284 W. Tierra Buena, Surprise)

Name of Person Filing: _____
 Your Address: _____
 Your City, State, Zip Code: _____
 Your Telephone Number: _____
 ATLAS Number (if applicable): _____
 Attorney Bar Number (if applicable): _____
 Representing: ☐ Self (Without an Attorney) ☐ Petitioner ☐ Respondent

SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Case No.: _____

 Name of Petitioner/Plaintiff

SUMMONS

and

 Name of Respondent/Defendant

WARNING: This is an official document from the court that affects your rights. Read this carefully. If you do not understand it, contact a lawyer for help.

FROM THE STATE OF ARIZONA TO:

 Name of Respondent/Defendant

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this ***"Summons"***.
2. If you do not want a judgment or order taken against you without your input, you must file an ***"Answer"*** or a ***"Response"*** in writing with the court, and pay the filing fee. If you do not file an ***"Answer"*** or ***"Response"*** the other party may be given the relief requested in his/her Petition or Complaint. To file your ***"Answer"*** or ***"Response"*** take, or send, the ***"Answer"*** or ***"Response"*** to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or the Office of the Clerk of the Superior Court, 18380 N. 40th St., Phoenix, AZ 85032 OR Office of the Clerk of Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201 or Office of the Clerk of Superior Court, 14264 W. Tierra Buena Lane, Surprise, Arizona, 85374. Mail a copy of your ***"Response"*** or ***"Answer"*** to the other party at the address listed on the top of this Summons.
3. If this ***"Summons"*** and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your ***"Response"*** or ***"Answer"*** must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this ***"Summons"*** and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.

Case No. _____

4. You can get a copy of the court papers filed in this case from the Petitioner at the address at the top of this paper, or from the Clerk of the Superior Court's Customer Service Center at 601 W. Jackson, Phoenix, Arizona 85003 or at 222 E. Javelina Drive, Mesa, Arizona 85210.
5. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least five (5) days before your scheduled court date.

SIGNED AND SEALED this date

MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

Name of Person Filing Document: _____

Your Address: _____

Your City, State, Zip Code: _____

Your Telephone Number: _____

ATLAS Number (if applicable): _____

Attorney Bar Number (if applicable): _____

Representing ☐ Self, Without a Lawyer OR Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Case Number _____

Petitioner

PETITION FOR PATERNITY, CHILD CUSTODY, PARENTING TIME (VISITATION) and CHILD SUPPORT

Respondent

General Information:

1. INFORMATION ABOUT ME, THE PETITIONER

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Social Security Number: _____

Occupation or Job Title: _____

My relationship to children for whom I want the paternity order:

- ☐ Mother
- ☐ I claim to be the Father
- ☐ I am a court-appointed guardian, conservator or "best friend" for the child(ren) born out of wedlock

2. INFORMATION ABOUT THE RESPONDENT

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Social Security Number: _____

Occupation or Job Title: _____

The other party's relationship to children for whom I want the paternity order:

- ☐ Mother
- ☐ Father

3. WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE RESPONDENT:

(check one or more boxes that are true)

- ☐ The person is a resident of Arizona
- ☐ I believe that I will personally serve the person in Arizona (see packet on service to know about this.)
- ☐ The person agrees to have the case heard here and will file written papers in the court case;
- ☐ The person lived with the child in this state at some time;
- ☐ The person lived in this state and provided pre-birth expenses or support for the child;

- ☐ The child lives in this state as a result of the acts or directions of the person;
☐ The person had sexual intercourse in this state as a result of which the child may have been conceived;
☐ The person signed a birth certificate that is filed in this state;
☐ The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

4. INFORMATION ABOUT THE CHILDREN FOR WHOM I WANT PATERNITY ORDER:

| NAMES | First | Middle | Last |
|-------|-------|--------|------|
| (a) | | | |
| (b) | | | |
| (c) | | | |

who were born on this date and at this place: (List in same order as above)

| | Month/ Day /Year | City, State, Nation of Birth |
|-----|------------------|------------------------------|
| (a) | | |
| (b) | | |
| (c) | | |

Statements about paternity:**5. WHY YOU THINK THE PERSON IS THE FATHER OF THE CHILD(REN):** (Check which box applies)

- ☐ **AFFIDAVIT:** Petitioner and Respondent signed an Affidavit of Paternity acknowledging that ☐ Petitioner or ☐ Respondent is the child(ren)'s natural father. A copy is attached.
☐ **BIRTH CERTIFICATE:** ☐ Petitioner or ☐ Respondent is named as the natural father on each of the child(ren)'s birth certificate(s). Copy (or copies) attached.
☐ **BLOOD TEST:** DNA Testing indicates ☐ Petitioner or ☐ Respondent is the minor child(ren)'s natural father. Report(s) of test results attached.
☐ **PARTIES LIVING TOGETHER:** Petitioner and Respondent were not married to each other at any time during the ten months before birth of the child(ren). However, the parties lived together during the period(s) when the child(ren) could have been conceived.
☐ **SEXUAL INTERCOURSE:** Petitioner and Respondent were not living together but had sexual intercourse at the probable date of conception of the child(ren). The mother of the children did not have sexual intercourse with anyone else during the period in which the child(ren) could have been conceived.
☐ **OTHER:** (explain) _____

6. ABOUT MARRIAGE AND HUSBAND (if applicable, check one box.)

- ☐ Mother was not married at the time child(ren) were born or conceived or at least 10 months before child(ren) were born or conceived, OR
☐ Mother was married when child(ren) were born or conceived or at least 10 months before child(ren) were born or conceived, but husband is not father of child(ren). Husband is a party to this court case because of marriage.

Other information about the children:**7. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS.** (Attach extra pages if necessary.)

Child's Name _____
 Lived with _____
 Street address _____

Dates: From _____ To _____
 Relationship to child: _____
 City, State _____

Child's Name _____
 Lived with _____
 Street address _____

Dates: From _____ To _____
 Relationship to child: _____
 City, State _____

Child's Name _____
 Lived with _____
 Street address _____

Dates: From _____ To _____
 Relationship to child: _____
 City, State _____

8. COURT CASES NOT INVOLVING CUSTODY OR PARENTING TIME RELATED TO THE CHILDREN UNDER 18 YEARS OLD: (check one box)

☐ I have or ☐ I have **not** been a party or a witness in court in this state or in any other state regarding issues OTHER THAN the custody or parenting time of any of the children named above. (If so, explain below, using extra pages if necessary. IF NOT, GO ON.)

Name of each child: _____
 Court state _____ Court location _____
 Court case number _____ Current status _____
 How the child is involved: _____
 Summary of any Court Order: _____

9. CUSTODY OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (check one box)

☐ I do not have or ☐ I do have information about a custody or parenting time court case relating to any of the children named above that is pending in this state or in any other state. (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____
 Court state _____ Court location _____
 Court case number _____ Current status _____
 Nature of the court proceeding: _____
 Summary of Court order: _____

10. CUSTODY OR VISITATION CLAIMS OF ANY PERSON: (check one box)

☐ I do not know or ☐ I do know a person other than the Petitioner or the Respondent who has physical custody or who claims custody or parenting time rights to any of the children named above. (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____
 Name of person with the claim: _____

Address of person with the claim: _____

Nature of the claim: _____

11. CUSTODY OF THE MINOR CHILDREN. (If applicable. Court must make findings in contested custody cases.)

- ☐ Sole custody to ☐ Petitioner or ☐ Respondent or
☐ Joint Custody is in the best interests of the minor children for the following reasons:

Other Statements to the Court:**12. MEDICAL EXPENSES:** ☐ There are or ☐ There are no unreimbursed medical expenses incurred by the mother, resulting from the birth of the minor child(ren). If there are, these costs and expenses should be awarded to ☐ Petitioner or ☐ Respondent according to law.**13. OTHER EXPENSES:** The parties should be ordered to divide between them any uninsured medical, dental, or health expenses, reasonably incurred for the minor child(ren), in proportion to their respective incomes.**14. DOMESTIC VIOLENCE:** (Check here if you are asking for joint custody.)

- ☐ Domestic Violence has not occurred between the parties. OR
☐ Domestic Violence has occurred but it has not been significant. Explain why joint custody is still in the best interest of the child(ren) even though domestic violence has occurred.

15. VENUE: (Check here if the following statement is true):

- ☐ This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the Petitioner, or the Respondent, or the child(ren).

DRUG CONVICTION WITHIN LAST TWELVE MONTHS: (Check one box.)

- ☐ I have not been convicted for a drug offense or driving under the influence of drugs or alcohol in the last twelve (12) months. OR
☐ I have been convicted for a drug offense or driving under the influence of drugs or alcohol in the last twelve (12) months. However, the parenting time arrangement I am requesting appropriately protects the child(ren). Explain how the this arrangement appropriately protects the children.

REQUESTS I MAKE TO THE COURT:**A. PATERNITY: Order that** (legal name of the father, as on *his* birth certificate)

First

Middle

Last

_____ **be declared the natural father of the minor child(ren).****B. BIRTH CERTIFICATE:** (check the box and fill in the blank if you want this):

- ☐ Order that the name of the father be added to each child's birth certificate;

C. LAST NAME: (check the box and fill in the blank if you want this):

- ☐ Order that each child's last name be changed to the last name of _____;

D. CUSTODY OF CHILDREN: (check and complete 1 or 2):

1. **SOLE CUSTODY:** ☐ Sole custody of the minor child(ren) awarded to ☐ Petitioner or ☐ Respondent, subject to visitation as follows:
- A. ☐ Reasonable parenting time rights to the parent not having custody, as will be described in a Parenting Plan attached to the Final Order. OR
- B. ☐ Supervised parenting time between the children and ☐ Petitioner or ☐ Respondent, or no parenting time by the ☐ Petitioner or ☐ Respondent is in the best interests of the child(ren) for the following reasons: (explain here reasons for supervision or no parenting time):
- i. ☐ Supervised parenting time to the parent not having custody, only in the presence of another person, who is named by the court below upon a finding that supervised access is in the best interest of the child,
1. Person to supervise:
2. Requested restrictions on parenting time: (explain here)
- _____
- _____
3. The cost of supervised parenting time shall be paid by ☐ the parent being supervised; ☐ the parent having custody; ☐ shared equally by the parties.
- OR**
- ii. ☐ No parenting time rights to the parent not having custody.
- OR**
2. **JOINT CUSTODY:** ☐ Petitioner and Respondent agree to act as joint custodians of the children, as set forth in the Parenting Plan by the parties, signed by both parties, if the Court adopts the agreed terms of the joint custody agreement setting forth the custody and parenting time agreement between the parties. There have been no significant acts of domestic violence by either parent.

- E. CHILD SUPPORT:** Order that child support shall be paid by (check one box) ☐ Petitioner or ☐ Respondent in a reasonable amount as determined by the Court under the Arizona Child Support Guidelines. Support payments shall begin on the first day of the first month following the entry of the Paternity Decree/Order. These payments, and a fee for handling, shall be paid through the Support Payment Clearinghouse and collected by automatic wage assignment. Further, that costs for past child support and care for child(ren) in the amount of \$_____ shall be paid by ☐ Petitioner or ☐ Respondent in the amount of \$_____ each month until paid in full. Payments shall be made as stated above.

- F. EXPENSES OF MOTHER:** Order that ☐ Petitioner or ☐ Respondent pay a reasonable amount to cover unreimbursed expenses incurred by the mother related to the birth of each child(ren).

G. HEALTH, MEDICAL, DENTAL AND VISION CARE INSURANCE AND HEALTH CARE EXPENSES FOR CHILDREN UNDER THE AGE OF 18: Order that

☐ Petitioner shall pay for ☐ medical ☐ dental insurance ☐ vision care coverage
and/or ☐ Respondent shall pay for ☐ medical ☐ dental insurance ☐ vision care coverage, AND

Order that Petitioner and Respondent pay for all reasonable unreimbursed medical, dental, vision care, and health-related expenses incurred for the child(ren) in proportion to their respective incomes as described on the Parents' Worksheet, which shall be submitted with the Judgment and Order.

H. TESTING and COSTS: Order that if paternity is contested, Petitioner and Respondent be ordered to submit to such blood and tissue tests as may be necessary by this Court to establish paternity, and that Respondent must pay all costs and expenses of this lawsuit, if he/she contests these proceedings, including the costs of the blood tests or other genetic testing; filing each child's birth certificate; attorneys' fees and court costs;

I. OTHER ORDERS I AM REQUESTING (explain request here):

OATH OR AFFIRMATION AND VERIFICATION

I state to the Court under penalty of law that the information I have provided is true and correct to the best of my knowledge and belief.

Signature

Signed and sworn to or affirmed before me this date: _____ by: _____

Notary Public

Michael K. Jeanes, Clerk of Superior Court

OR

My commission expires: _____

By: _____
Deputy Clerk

SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Name of Petitioner

Case Number: _____

ORDER AND NOTICE TO ATTEND PARENT INFORMATION PROGRAM CLASS

Name of Respondent

READ ME. This is an Official Court Order. If you fail to obey this Order, the court may find you in Contempt of Court.

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- ☐ Dissolution of Marriage;
- ☐ Legal Separation; or
- ☐ Paternity with a Request to Determine Custody or Parenting Time or Child Support.
- ☐ Request to Determine Custody or Parenting Time or Support

THE COURT ORDERS pursuant to ARS § 25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider, or obtain a fee deferral or waiver.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **“Certificate of Completion”** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer,”** and do not complete the Parent Information Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Norman J. Davis

Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

Parent Information Program - This is a very important document. Read it completely. You and the other parent **must** attend and complete a class in the **PARENT INFORMATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or custody matters and parenting time. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- (2) paternity with a request that the court determine custody or parenting time or child support, or
- (3) any other domestic relations cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED. (A.R.S. § 25-352 and Administrative Order No. 96-078).

ATTENDANCE AT THE PARENT INFORMATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the Self-Service Center has forms and instructions on service. There are four Self-Service Center locations; one in downtown Phoenix on the first floor of the East Court Building located at 101 West Jefferson Street; one in northeast Phoenix at 18380 N. 40th St.; one in the east valley in the Southeast Complex located at 222 East Javelina Avenue in Mesa and one in the northwest valley located at 14264 W. Tierra Buena Lane in Surprise.

Parent Information Class.

You may choose which class you want to attend. A list of approved classes is provided along with this Notice. These classes meet the requirements of the Parent Information Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Information Program requirements.

Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start. The telephone numbers for all of the Court-approved provider classes are included on the attached list of approved classes.

Information regarding the provider classes and ONLINE REGISTRATION opportunities may be found on the Conciliation Services website at:

<http://www.superiorcourt.maricopa.gov/conciliation/index.asp>

Cost.

- (1) You are required to pay the provider of the class the fee it charges. **Effective September 22, 2003, the fee for the class may be no more than forty dollars (\$40.00).** You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.
- (3) If your filing fees have been waived or deferred, you must bring a copy of your certificate of waiver or deferral to the program listed.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out of the class. If you do not check in and out, your attendance may not be counted.** You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A **"Certificate of Completion"** of the

class will be given to you at the end of the class. After you have attended the class and have received the **"Certificate of Completion"**, you must bring the certificate to the court and file it with the Clerk of the Court.

Remember to bring your case number to the class.

Special needs and/or Questions.

If, due to a disability, you need special accommodations to attend this class, or if you have any questions about the Parent Information Program, please contact the Maricopa County Parent Information Program office at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone 602-506-1448 when you receive this Notice.

APPROVED PARENT INFORMATION PROGRAM CLASSES

MARICOPA COUNTY

CENTRAL VALLEY**Phoenix**

Arizona Interfaith Counseling-5510 N. Central (First United Methodist Church),
Phoenix, AZ 85012
480-969-2783 (English and Spanish Speaking Classes)

Arizona Priority Education and Counseling-8101 N Black Canyon Hwy.
(Best Western Metro Inn), Phoenix, AZ 85021 (Northern/I-17 NE Corner)
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-2346 N. Central Ave (ChildHelp),
Phoenix, AZ 85004 (Central between McDowell & Thomas)
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-350 W. Thomas Road (St. Joseph's Hospital),
Phoenix, AZ 85006
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-715 W Mariposa (Florence Crittenton Services of
Arizona), Phoenix, AZ 85013 (7th Avenue, just south of Camelback)
www.AzPEC.com or 602-485-1200 English and/or Spanish Speaking Classes

Arizona Priority Education and Counseling-1111 East McDowell Road,
Phoenix, AZ 85006 (Banner Good Samaritan Hospital)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-5757 N. Central Ave. (North Phoenix Baptist,
Family Life Center Rm. 100), Phoenix, AZ 85012
www.DivorceandKids.com or 480-946-9680

Phoenix Interfaith Counseling-555 W. Glendale Ave (The Church of Beatitudes),
Phoenix, AZ 85021
www.pipclasses.com or 602-971-8207

NORTHEAST VALLEY

Paradise Valley

Arizona Interfaith Counseling-3535 E. Lincoln Dr. (Palo Cristi Presbyterian Church),
Paradise Valley, AZ 85253
480-969-2783

Phoenix

Arizona Priority Education and Counseling-3929 E. Bell Rd. (Paradise Valley Hospital),
Phoenix, AZ 85032
www.AzPEC.com or 602-485-1200

Center For Families In Transition-18401 N. 32nd St. (Paradise Valley Community College),
Phoenix, AZ 85032
www.centerforfamilies.net or 602-694-4906

Center For Families In Transition-3929 E. Bell Road (Paradise Valley Hospital),
Phoenix, AZ 85032
www.centerforfamilies.net or 602-694-4906

Phoenix Interfaith Counseling-3929 E. Bell Rd. (Paradise Valley Hospital),
Phoenix, AZ 85032
www.pipclasses.com or 602-971-8207

Scottsdale

Arizona Priority Education and Counseling -12701 N. Scottsdale Rd, Scottsdale, Az 85254
(Ina Levine JCC)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-8801 E. Raintree Drive (University of Phoenix, Bldg.
100 Room 112), Scottsdale, AZ 85260
www.centerforfamilies.net or 602-694-4906

Center For Families In Transition-8860 E. Chaparral Rd. (Western International University)
Scottsdale, AZ 85250
www.centerforfamilies.net or 602-694-4906
(No classes are currently being held here)

Center For Families In Transition – 8655 E. Via De Ventura suite G-200, 2nd floor conference room,
Scottsdale, AZ 85258
www.centerforfamilies.net or 602-694-4906

NORTHWEST VALLEY

Glendale

Phoenix Interfaith Counseling-21000 N. 75th Ave. (Community Church of Joy),
Glendale, AZ 85308
www.pipclasses.com or 602-971-8207

Phoenix Interfaith Counseling-6670 W. Sack Dr. (Arrowhead Community Hospital),
Glendale, AZ 85308
www.pipclasses.com or 602-971-8207

Litchfield Park

Phoenix Interfaith Counseling-300 N. Old Litchfield Road (Church of Litchfield Park),
Litchfield Park, AZ 85340
www.pipclasses.com or 602-971-8207

Phoenix

Arizona Priority Education and Counseling-19829 N. 27th Ave. (John C. Lincoln Hospital),
Phoenix, AZ 85027 (I-10/I-17)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-15601 N. 28th Ave. (University of Phoenix),
Phoenix, AZ 85053
www.centerforfamilies.net or 602-694-4906

Surprise

Arizona Priority Education and Counseling-16089 N. Bullard (Surprise Northwest
Regional Library, Surprise, AZ 85374
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-16741 N. Greasewood (Surprise Quality Inn & Suites),
Surprise, AZ 85374
www.AzPEC.com or 602-485-1200

SOUTHWEST VALLEY

Arizona Priority Education and Counseling-9201 W. Thomas Road (Banner Estrella Medical
Center), Phoenix, AZ 85037 (Conference Center)
www.AzPEC.com or 602-485-1200

SOUTHEAST VALLEY

Ahwatukee

Arizona Priority Education and Counseling-5121 E. LaPuente Ave Phoenix, Az 85044 (Clarion
Hotel I-10 and Elliot Road)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-5001 E. Cheyenne Drive (Ahwatukee Recreation Center),
Phoenix, AZ 85044
480-855-0075

Chandler

Arizona Priority Education and Counseling-250 E. Chicago St (Chandler Police
Department/Community Meeting Room) Chandler, AZ 85225
www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Gilbert

Center For Families In Transition-1380 E. Guadalupe Road (New Hope Community Church),
Gilbert, AZ 85234
www.DivorceAndKids.com or 480-946-9680 Spanish: 480-773-0966

Center For Families In Transition-456 E. Ray Road (Sun Valley Community Church),
Gilbert, AZ 85233
480-855-0075

Mesa

Arizona Interfaith Counseling-2024 E. University Drive (Grace United Methodist Church, Room
501), Mesa, AZ 85213
480-969-2783

Arizona Priority Education and Counseling-6644 E. Baywood Ave., (Banner Baywood Medical
Center) Mesa, AZ 85206 (Superstition Room) West of Power Rd between Broadway & Main
www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Center For Families In Transition-2130 E. University Drive (Trinity Baptist), Mesa, AZ 85213
www.DivorceAndKids.com or 480-946-9680

Center For Families In Transition-6530 E. Superstition Springs Blvd. (La Quinta Inn),
Mesa AZ 85206
www.DivorceAndKids.com or 480-946-9680

Center For Families In Transition-1620 S. Stapley Dr. (University of Phoenix building),
Mesa AZ 85204
www.DivorceAndKids.com or 480-946-9680

Phoenix

Arizona Priority Education and Counseling – Clarion Hotel – Ahwatukee 5121 E. LaPuente Ave
Phoenix, Az 85044 Elloit Rd and I-10
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-7050 S. 24th St. (South Mountain Community College),
Student Union Room 100B Phoenix, AZ 85042 www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Center For Families In Transition-15221 S. 50th St. (Holiday Inn Express), Phoenix, AZ 85044
www.DivorceAndKids.com or 480-946-9680

Tempe

Arizona Interfaith Counseling-1565 E. Warner (Mission Del Sol, Room 208),
Tempe, AZ 85284
480-969-2783

Arizona Priority Education and Counseling -5300 S. Priest Dr., Tempe, AZ 85283 (Holiday Inn Express Tempe) Priest just south of Baseline
www.AzPEC.com or 602-485-1200

Center For Families In Transition-6240 S. Price Road (Bethany Community Church, Rm. F-5),
Tempe, AZ 85283
480-855-0075

Center For Families In Transition -670 N. Scottsdale Road (Best Western Inn of Tempe),
Tempe, AZ 85281
www.DivorceAndKids.com or 480-946-9680

Phoenix Interfaith Counseling-3910 S. Rural Road Ste J, Tempe, AZ 85282
www.pipclasses.com or 602-971-8207

Queen Creek

Arizona Priority Education and Counseling –22359 S. Ellsworth, Queen Creek, Az
85242 (Queen Creek Chamber of Commerce)
www.AzPEC.com or 602-485-1200

WEST VALLEY

Avondale

Arizona Priority Education and Counseling – 3000 N Dysart Rd (Estrella Mountain Community College), Avondale, AZ 85323
www.AzPEC.com or 602-485-1200
Spanish Speaking Classes

Phoenix Interfaith Counseling-3000 North Dysart Rd (Estrella Mountain Comm. College), Avondale,
AZ 85323
www.pipclasses.com or 602-971-8207

Glendale

Phoenix Interfaith Counseling -4444 W. Northern Ave. Ste D-2 (Apollo Professional Plaza),
Glendale, AZ 85301
www.pipclasses.com or 602-971-8207 (English and Spanish Speaking classes available)

| |
|---|
| ALL OF THE ABOVE PROVIDERS ARE REQUIRED TO ACCOMMODATE THE NEEDS OF SPANISH SPEAKING CLIENTS. |
|---|

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Information Class that can accommodate you, please contact the Maricopa County Parent Information Program office, telephone number (602) 506-1448, for assistance.

PLEASE NOTE: You do NOT attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact the Parent Information Program office at 602-506-1448.

SELF SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF PATERNITY, CUSTODY, PARENTING TIME (formerly "Visitation") AND CHILD SUPPORT

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

"Summons"

"Order and Notice for the Parent Information Program"

Make **4** copies of the *"Complaint for Paternity, Custody, Parenting Time, and Child Support"* after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO FOUR (4) SETS:

| | |
|---|---|
| SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Complaint for Paternity, Custody, Parenting Time, and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i> | SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Complaint for Paternity, Custody, Parenting Time, and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i> |
| SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Complaint for Paternity, Custody, Parenting Time, and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i> | SET 4 - COPIES FOR THE ASSIGNED JUDGE: <ul style="list-style-type: none">• <i>"Complaint for Paternity, Custody, Parenting Time, and Child Support"</i> |

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 N. 40th St.
Phoenix, AZ 85003

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the

Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all four (4) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of \$231.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- The Other Party's Set of **Copies**
- The **Copies** for Court Administration
- The **Copies** for the assigned judge

STEP 4: Take the copies for Court Administration and the assigned Judge, to:

In Phoenix: Family Court Administration
Central Court Building, sixth (6th) floor
201 W. Jefferson.

In Phoenix: Family Court Administration
Northeast Regional Court Center
18380 N. 40th St.

In Mesa: Family Court Administration
Southeast Judicial Complex, second (2nd) floor
222 E. Javelina Drive

In Surprise: Family Court Administration
Northwest Regional Court Facility
14264 W Tierra Buena Lane

Open Monday through Friday, 8am until 5pm.

STEP 5: SERVE THE PAPERS ON THE OTHER PARTY. Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 6: WAIT. Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a RESPONSE to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If NO RESPONSE is filed, you must file papers to tell the Court the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.